



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
INSTALLATION MANAGEMENT AGENCY  
EUROPE REGION  
UNIT 29353, BOX 200  
APO AE 09014

FEB 22 2005

**IMA-EUROPE Memorandum**

No. 16-2

**Awards Administration**

**LENGTH OF SERVICE AWARDS (LOS) STANDING OPERATING PROCEDURE**

**1. PURPOSE:** This procedure provides guidance on processing LOS Awards in IMA-E.

- 2. REFERENCES:**
- a) U.S. Code, Title 5, Part 451
  - b) DA PAM 672-20, Incentive Awards Handbook
  - c) AR 672-20, Incentive Awards
  - d) IMA Memorandum #16, Military and Civilian Awards Policy

**3. SCOPE:** All IMA-E civilian employees paid from appropriated and non-appropriated funds and Local Nationals with more than one year service with the US government will receive an appropriate LOS award. All US Federal civilian and military service will apply toward eligibility for a career service award.

**4. RESPONSIBILITIES:**

- a. IMA-E Human Resources Division (HRD), Civilian Personnel Branch will provide recurring lists of eligible employees, certificates and medals for IMA-E staff offices. IMA-E Division Chiefs and special staff principals will ensure their respective employees are notified of award ceremonies.
- b. Garrison Director, Human Support Services (DHSS) or individuals responsible for DHSS functions at tailored garrisons will provide recurring lists of eligible employees, certificates and medals to the garrison managers/supervisors.
- c. IMA-E Human Resources Division, Civilian Personnel Branch will provide certificates and pins for the IMA-E, Region Office. Garrisons will obtain needed supplies of pins and certificates using the procedures in APPENDIX B.

**5. AWARD TYPES:** LOS awards are available in 5-year increments from 5 to 50 years. For the first 5 years of service a certificate will be provided. Awards given out for every additional 5 years of service include Pins and certificates.

## 6. PROCEDURES:

### a. AWARD ADMINISTRATION

(1) HRD will generate a recurring list of eligible employees of the IMA-E Region Office, including assigned Field Operating Activities, prepare certificates and supply pins for awards for IMA-E Region Office employees.

(2) DHSS will provide a recurring list of eligible employees to garrison managers/supervisors. DHSS will supply certificates, pins and Pins to garrison managers/supervisors

(3) 5 to 35 years of Service Awards: IMA-E HRD or DHSS will prepare certificates for signature NLT 30 days prior to the presentation date (See APPENDIX A).

(4) 40 and more years of Service Awards:

a. IMA-E, HRD or DHSS will prepare award package and forward it to IMA-E, HRD, CIVPER NLT 45 days prior to the presentation date. LOS award packages will be submitted through IMA-E HRD CIVPER to the Director IMA for signature.

b. Award packages consist of a memo FROM IMA-E Garrison Commander or Chief IMA-E HRD FOR Director IMA (see APPENDIX C for example), including DHSS or IMA-E HRD POC name, email, phone # and mailing address (see APPENDIX C for example).

### b. AWARD PRESENTATION

(1) IMA-E Region Director will present LOS certificates and pins at IMA-E's Quarterly Town Hall meetings to the employees. Garrison employees will receive their LOS awards at Garrison Awards Ceremonies.

(2) Employees with over 40 years of service will be recognized in the IMA-E Newsletter. IMA-E HRD CIVPER will generate a list of respective employees quarterly and provide it to IMA-E Public Affairs Office.



Russell B. Hall  
Director

## APPENDIX A

Years of Service	Type of Award	Approval Authority	Submit XX Days before Presentation Date
5	Certificate	RD IMA-E, Garrison Commander	30 days
10	Certificate & Pins	RD IMA-E, Garrison Commander	30 days
15	Certificate & Pins	RD IMA-E, Garrison Commander	30 days
20	Certificate & Pins	RD IMA-E, Garrison Commander	30 days
25	Certificate & Pins	RD IMA-E, Garrison Commander	30 days
30	Certificate & Pins	RD IMA-E, Garrison Commander	30 days
35	Certificate & Pins	RD IMA-E, Garrison Commander	30 days
40	Certificate & Pins	D IMA	45 days
45	Certificate & Pins	D IMA	45 days
50	Certificate & Pins	D IMA	45 days

## APPENDIX B

### Order Information for Length of Service Pins and certificates:

Certificate	5 Years	NO Pins	
		OPM FORM WPS-101	Certificate (AEPUBS)
Length of Service Pin	10	8455-01-170-0918	Pins (GSA)
Certificate		OPM FORM WPS-102	Certificate (AEPUBS)
Length of Service Pin	15	8455-01-254-7985	Pins (GSA)
Certificate		OPM FORM WPS-103	Certificate (AEPUBS)
Length of Service Pin	20	8455-01-169-8225	Pins (GSA)
Certificate		OPM FORM WPS-104	Certificate (AEPUBS)
Length of Service Pin	25	8455-01-254-7986	Pins (GSA)
Certificate		OPM FORM WPS-105	Certificate (AEPUBS)
Length of Service Pin	30	8455-01-169-8226	Pins (GSA)
Certificate		OPM Form WPS 106	Certificate (AEPUBS)
Length of Service Pin	35	8455-01-254-7987	Pins (GSA)
Certificate		OPM Form WPS 107	Certificate (AEPUBS)

Certificates and Pins for over 35 years of Service are provided by HQ IMA



## APPENDIX C

**DEPARTMENT OF THE ARMY**  
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EUROPE REGION  
UNIT 29353, BOX 200  
APO AE 09014

REPLY TO  
ATTENTION OF

IMEU-HRD

MEMORANDUM FOR Director, Installation Management Agency, (IMAH-HRD, Mr. Larry Olson), 2511 Jefferson Davis Highway, Arlington, Virginia 22202-3926

SUBJECT: Civilian Length of Service Certificate

1. Request a length of service certificate for a civilian employee assigned to the IMA Europe XX Division, Heidelberg, Germany be prepared for MG Johnson's signature.

The recipient details are as follows:

Firstname Lastname, XX Division, IMA-E, for XX years of service as of DD Month YYYY.

2. Certificate should be mailed to IMA-E, ATTN: HR-Astrid Siegl, Unit 29353 Box 200, APO, AE 09014.

3. The employee will be recognized at an appropriate ceremony by the Regional Director and PAO will be notified for appropriate follow-up.

4. Point of contact is Astrid Siegl, Civilian Personnel Branch, Human Resources Division, DSN 370-3413, commercial 011-49-6221-57-3413 or email [astrid.siegl@ima-e.army.mil](mailto:astrid.siegl@ima-e.army.mil)

Alfred K. Lang  
Chief, Human Resources Division